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MEMORANDUM TO: Executive for Administration and Management

SUBJECT: Transfer of Industrial Card File (ICF) from
Office of Operations to Office of Reports and
Estimates

REFERENCE: Memorandum for Advisor for Management, ICAPS,
Subject: Transfer of SES and OMDS: Allocation
of Functions within CIG, dated 28 May 1947.

1. In accordance with paragraph 4d of reference memorandum, representatives of OO and ORE met on 29 September and subsequently to review the time schedule for the transfer of the ICF from Foreign Documents Branch, OO, to Reference Center, ORE. It was agreed that this transfer should take place as soon as possible and 1 November was set as a target date, depending upon the factors listed below. Problems incident to the transfer of functions, files, and personnel were discussed at this meeting and in subsequent conversations, and agreement has been reached on the following points:

a. The functions of maintaining the master ICF file and of editing, checking, and industrial code-numbering the raw ICF cards submitted by contributing IAB agencies will not be transferred to ORE until the current machine recording project (ICF onto IBM cards) has been completed. The present master file of manual ICF cards will remain with Foreign Documents Branch, which will continue to be responsible for editing and checking the cards which they contribute to ORE after transfer.

b. The process of reproducing and preparing ICF cards for dissemination will be taken over by Reference Center as soon as possible. Two mimeograph machines will be provided by Foreign Documents Branch for this purpose.

c. Personnel requirements will be fulfilled in cooperation between OO and ORE. ORE will provide one professional (editor) immediately, and one clerical employee as soon as possible as understudies. On transfer, FDB/OO will provide two typists to ORE and such professional assistance on a temporary basis as is mutually agreed upon.

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2. Problems arising in connection with the dissemination of ICF cards in exception to CIG Operations Memorandum No. 12, as authorized to OO by Memorandum from the Executive Director, dated 15 August 1947, will be discussed by representatives of OCD, ORE, OO and Executive for Inspections and Security prior to the transfer of the ICF.

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Assistant Director
Reports and Estimates

Office of Operations

Signature

Concurrence or
Nonconcurrence

Date

P&PS/WAP/mem

Distribution:

Asst. Director, OO (2)
Asst. Director, ORE (2)
Plans & Policy Staff (2)

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